# MICHAEL SMITH

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# **BOARD ACCEPTANCE LETTER**

To: Quantum Systems Inc. Board of Directors and Shareholders

Subject: Acceptance of Board Letter

Dear Board of Directors and Shareholders,

I, Michael Smith, as a professional and expert in my executive position at Quantum Systems Inc., would like to present this board acceptance letter to keep you informed and engaged in the strategic decision-making process of our company. This letter aims to ensure that you, as board members, are up to date with our activities, challenges, and opportunities, enabling you to provide guidance and make informed decisions.

In the interest of open communication and transparency, I will provide regular updates and reports to ensure that you are well-informed about the overall performance and direction of Quantum Systems Inc. This will include reports on financial performance, market trends, competitive analysis, and key milestones achieved. I believe that this level of communication and engagement from the board is crucial for the success and growth of our company.

# **Sample Acceptance Letter For Board Member Position**

**IM Harris** 

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